

CMC REQUIRED PROCEDURES

The following information is provided as specific guidance to Federal Government, Contractor and Military entities authorized to send COMSEC and other Classified Materials to the Classified Material Conversion (CMC).

Please review these procedures thoroughly and ensure this information receives full circulation throughout your organization, office and command structure.

Required CMC Paperwork When Sending Material Items (Shipments not meeting the outlined requirements may be subject to return):

When sending material items the following CMC paperwork **IS REQUIRED:**

- 1) A completed copy of the CMC Receipt for Destruction and a self addressed stamped envelope stapled to **EACH** receipt, enclosed **INSIDE** the package with the material items.

Note that enclosure of the CMC Receipt for Destruction **IS A CMC REQUIREMENT** with **ALL** material shipments. Enclosure of any other government, contractor, or military form or documentation authorizing destruction **WILL NOT SUFFICE. Material shipments WILL NOT be processed without the CMC Receipt for Destruction.**

- 2) When sending multiple packages, an itemized copy of the receipt **MUST BE ENCLOSED INSIDE EACH** package with a self addressed stamped envelope stapled to **EACH** receipt. Indicate on top of **EACH** receipt the total number of packages in the shipment. For example, if sending (3) total packages, label the receipts as follows: Receipt #1 (Box 1 of 3); Receipt #2 (Box 2 of 3), Receipt#3 (Box 3 of 3).

The receipt for destruction **MUST** contain the following information:

- Date the receipt was completed by customer.

- Assigned Organizational Customer Identification Number.
The Customer Identification Number is assigned by the CMC Customer Service Office to Government, Contractor and Military entities on their initial material delivery to the CMC. The ID Number is NOT to be confused with a COMSEC Account Number, but should be treated in the same manner as a COMSEC Account Number.
- Full name of Government and/or Contractor entity. Military customers provide specific organizational name (NOT U.S. Air Force, U.S. Army, etc). Also, when listing organizational name NO ACRONYMS- PLEASE IDENTIFY ACRONYM.
- Point of Contact and POC's Phone, Fax and E-Mail Address. Military customers provide general contact information, phone number and e-mail address for specific organizational command, office, vessel, etc.
- Complete Mailing Address.
- Bottom portion of receipt should contain quantity or estimated pounds of material items. Please note that **ALL** material items listed are measured in pounds with the exception of Blackberry's; and Hard Drives, which are measured in quantity. Darkened or grey areas on the receipt mean **DO NOT** write in that space.
- Material items not listed on the receipt should be entered in the section entitled "OTHER MATERIALS." Provide quantity and description of the material item sent: Example: (10) KOV-14's.

Handling, Dissemination and Control of an Assigned Customer Identification Number:

ONCE A CUSTOMER IDENTIFICATION NUMBER HAS BEEN ASSIGNED, IT IS THE RESPONSIBILITY OF THE GOVERNMENT, CONTRACTOR ENTITY AND/OR MILITARY COMMAND, TO ENSURE THAT THE CUSTOMER IDENTIFICATION NUMBER IS DISSEMINATED AND UTILIZED BY ALL MEMBERS OF THEIR RESPECTIVE ORGANIZATIONS AND COMMAND STRUCTURES.

Procedures and Requirements for Sending Material Items:

When shipping material items to the CMC the following procedures apply:

- Individual packages **CANNOT** exceed **40 Pounds** in total weight.
- Different material items may be placed in the same package provided the items are sorted and placed in **separate** packages or containers **within** the primary package, so they can be removed quickly upon receipt.
- No advanced notification is required when sending materials **UNLESS** the shipment is 1 pallet or more.

Procedures and Requirements for Delivering Material Items:

Submission of a Visitor Request (VR) **IS REQUIRED** at least **2 business days (48 hours) in advance** of all material deliveries. The Visit Request **MUST** be submitted via fax (301) 688-5468 on letterhead stationary or standard government, company or military visit request forms. The VR **MUST** contain the following information:

- Full Name of Government, Company or Military entity and complete mailing address.
- Customer Identification Number, if assigned.
- Point of Contact and Commercial Phone Number.
- Date of Visit (Provide one primary and two secondary visit dates).
- Listing of material items and quantity of each.
- Delivery Personnel (Full Name, Date and Place of Birth and Full Social Security Number). Indicate if individual is government civilian, contractor or military. If military, provide branch of service and rank.

Upon approval, the POC will be contacted by the CMC Customer Service Office for confirmation and delivery instructions.

Material Items Accepted by the CMC and Shipping Addresses:

The CMC accepts **ONLY COMPONENTS** from Classified COMSEC and Collateral Materials for destruction. Please reference the charts below for listings of accepted material items and specific shipping instructions.

Sending Collateral Classified Material:

<p>*REMOVE ALL POWER SUPPLIES AND BATTERIES FROM THESE ITEMS PRIOR TO SHIPPING:</p> <p><u>ACCEPTED MATERIAL ITEMS</u></p> <p>*Blackberry Devices</p> <p>*Pagers, PDA's and Cell Phones</p> <p>Computer Chips</p> <p>Film</p> <p>Fortezza Cards (KOV14's)</p> <p>KSD-21's and KDS-64's Keys</p> <p>Microfiche</p> <p>Mylar/Paper Tape</p> <p>Paper (Water Soluble)</p> <p>*Printed Circuit Boards</p>	<p><u>SECRET & BELOW</u></p> <p>Send: Registered Mail or FED EX</p> <p>TO: National Security Agency</p> <p>ATTN: CMC-Suite 6890</p> <p>9800 Savage Road</p> <p>Fort George G. Meade 20755-6890</p> <p><u>ABOVE SECRET</u></p> <p>Send: Defense Courier Service (DCS)</p> <p>HKD129</p> <p>449563 BA20 021</p> <p>FILM DESTRUCTION FACILITY</p>
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<p>*HARD DRIVES: REMOVE ALL METAL/PLASTIC FRAMING, TIGHTEN OR REMOVE ALL PROTRUDING SCREWS. STRIP DOWN TO THE METAL CASE. REFERENCE PHOTOGRAPHS</p> <p>AT: WWW.NSA.GOV/CMC</p> <p><u>ACCEPTED MATERIAL ITEMS</u></p> <p>Aluminum Disk Platters</p> <p>CD's</p> <p>Disketts</p> <p>Floppy Disks</p> <p>*Hard Drives</p> <p>Loose Tape</p> <p>Optical Disks</p> <p>#Reel To Reel Tapes</p> <p>Slides</p> <p>Tape Cartridges</p> <p>Typewriter Ribbons and Cartridges</p> <p>Viewgraphs</p> <p>Zip Drives</p> <p># TAPE ON METAL REELS MUST BE TAKEN OFF AND SHIPPED LOOSE. DOES NOT APPLY TO TAPE ON PLASTIC REELS.</p>	<p><u>SECRET & BELOW</u></p> <p>Send: Registered Mail or FED EX</p> <p>TO: National Security Agency</p> <p>ATTN: CMC-Degaussing-Suite 6875</p> <p>9800 Savage Road</p> <p>Fort George G. Meade 20755-6875</p> <p><u>ABOVE SECRET</u></p> <p>Send: Defense Courier Service (DCS)</p> <p>HKD093</p> <p>449276 BA21 021</p> <p>DIRNSA FORT MEADE</p>
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Sending COMSEC Material: An SF-153 IS NOT REQUIRED

<p><u>CONFIDENTIAL & BELOW</u></p> <p>Send: Registered Mail or FED EX</p> <p>National Security Agency</p> <p>ATTN: CMC-Suite 6890</p> <p>9800 Savage Road</p> <p>Fort George G. Meade 20755-6890</p>	<p><u>SECRET & ABOVE</u></p> <p>Send: Defense Courier Service (DCS)</p> <p>HKD129</p> <p>449563 BA20 021</p> <p>FILM DESTRUCTION FACILITY</p>
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Material Items Not Accepted by the CMC:

The CMC **DOES NOT** accept under any circumstances, whole pieces or articles of equipment such as:

- Computer Towers
- Laptops
- Computer Monitors
- Keyboards
- I Pads or Electronic Notebooks
- Printers and Various Printer Components (Toner Cartridges, Drums, Rollers)
- Telephones or General Office Equipment

Keep in mind that this is not an all encompassing list of unacceptable material items. Prior to sending any material items not referenced in this document, please contact the CMC Customer Service Office.

Contact Information:

CMC Customer Service Office:

Phone: 301-688-6672

FAX: 301-688-5468

E-Mail: cmc@radium.ncsc.mil

CMC Forms and Information:

Web Site: www.nsa.gov/cmc

COMSEC Information Office

Phone: 410-854-6791

Media Technology Center

Phone: 301-688-1053

This is a sample Receipt for Destruction. The fields in **RED** are **REQUIRED**. In addition, customer should provide **quantity counts** for **Blackberry's** and **Hard Drives ONLY** and **poundage** estimates for the remainder of materials listed. Material items not shown on the receipt should be listed in the "**Other Materials**" section. List quantity and identify material item. For Example: (10) KOV-14's. You will receive a signed and dated copy of this document verifying destruction of your material item. Return copies of the receipts **should be saved as an audit trail and for informational purposes.**

CLASSIFIED MATERIAL CONVERSION (CMC)
Receipt for Destruction of Classified Material

Date **Customer ID#** **E-Mail Address**

Name of Government or Contractor Entity (Please Print)

Name of Point of Contact (Please Print)

Fax #

Signature of Custodian and/or Cleared Witness (as applicable)

Phone #

Complete Mailing Address (Please Print)

Quantity Pounds (minimum 1 lb.)

Aluminum Disks/Products

Blackberry's*

Circuit Boards*

Computer Chips

Film

Hard Drives*

Magnetic Media (CDs, Tapes, etc)

Paper

Other Material

Description of material:

Totals

***Blackberry's/Circuit Boards - Remove all power supplies/batteries prior to shipping.**

***Hard Drives - Remove all metal/plastic framing on the outside of the case prior to shipping.**

Registered/FedEx Number (Enter# if known)

Information below is to be completed by CMC:

Date Destroyed by CMC

Destruction Officer's (DO's) Name

DO's Signature
(Please Print Name)

I the recipient, certify that I have personally received from the Sender the material listed on the CMC Receipt for Destruction, to include all enclosures and attachments. I assume full responsibility for the safe handling, storage, transmittal and destruction of this material in full accordance with DOD Security regulations.

